

# GADSDEN STATE COMMUNITY COLLEGE

## PROFESSIONAL DEVELOPMENT LEAVE REQUEST

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Destination: \_\_\_\_\_ Date(s): \_\_\_\_\_

Professional Development Activity (Name of sponsoring organization and type of activity):

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Benefit of activity to participant related to major area of college responsibility:

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Explain how class/work time will be covered:

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Travel Expense Required:      Yes                      No

\_\_\_\_\_                      \_\_\_\_\_

Type of Transportation:      State Vehicle              Private Vehicle

\_\_\_\_\_                      \_\_\_\_\_

Registration Fee: \_\_\_\_\_ Budget #: \_\_\_\_\_

\_\_\_\_\_  
Employee                                      Date              Dean                                      Date

\_\_\_\_\_  
Supervisor                                      Date              President                                      Date

This Professional Development Leave Request form must be filed with the original travel request once approved. All professional leave will be tracked to ensure adherence to approved policy.

**NOTE:**

1. The employee's absence must not hamper the normal routine operations of the college.
2. A maximum of ten workdays per leave year may be approved locally.
3. If an employee who was granted professional development leave separates from the college within one year of the professional development, the employee may be required to reimburse the college for any funds expended on behalf of the employee.